

20 January 2006

Training

INSTRUCTOR CERTIFICATION AND RECOGNITION PROGRAM

Summary. This memorandum establishes the policies and procedures for implementing the Instructor Certification (IC), Instructor Progression (IP), Training Organization Instructor of the Month (TOIOM), Instructor of the Quarter (IOQ), and Distinguished Instructor of the Year (DIY) programs for the US Army Intelligence Center.

Applicability. This memorandum applies to all military and Department of the Army (DA) civilian instructors assigned to the Intelligence Center at Fort Huachuca, Arizona, and to 111th Military Intelligence (MI) Brigade elements at Goodfellow AFB, Texas and at Corry Naval Station, Florida. Portions of this memorandum, Chapters 2 and 3, pertaining to Instructor Certification and Instructor Progression also apply to Intelligence Center civilian contractor instructors, as well as Reserve Component (MI), The Army School System (TASS) battalions to include their military, DA civilian, and civilian contractor instructors.

Suggested Improvements. The proponent of this memorandum is the Staff and Faculty Development Division (SFDD), Directorate of Training, Development and Support (TD&S), U.S. Army Intelligence Center and Fort Huachuca. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, USAIC&FH, ATTN: ATZS-TDS-S, Fort Huachuca, Arizona 85613-7000.

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*This memorandum supersedes FH Memo 672-3, 10 July 1998.

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Chapter 1

Introduction

1-1. Purpose.

This memorandum establishes policy, responsibilities, and procedures governing the certification of instructors, and presentation of special awards to those instructors who have distinguished themselves in the performance of their instructional duties.

- a. The purpose of the Instructor Certification Program (ICP) is to ensure that US Army Intelligence Center instructors meet all standards prior to assuming specific instructional duties.
- b. Chapter 2 contains the procedures governing the ICP.
- c. The purpose of the Instructor Recognition Program (IRP) is to improve the Intelligence Center training program, improve instructor morale, and recognize the efforts of individual instructors for their performance of instructional duties.
- d. Chapter 3 contains the procedures governing the Instructor Progression (IP) awards.
- e. Chapter 4 contains the procedures governing the Training Organization Instructor of the Month (TOIOM), Instructor of the Quarter (IOQ), and Distinguished Instructor of the Year (DIY) programs.
- f. Chapter 5 contains the procedures governing the US Army Training and Doctrine Command (TRADOC) and General Intelligence Training System (GITS) Instructor of the Year (IOY) programs.

1-2. References.

- a. Regulations.
 - (1) TRADOC Regulation 350-70, March 1999, Systems Approach to Training Management, Processes and Products.
 - (2) TRADOC Memorandum, 29 April 2005, Subject: Clarification of Training Development Policy.
 - (3) TRADOC Regulation 350-18, May 2000, The Army School System (TASS).

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(4) DA Pamphlet 611-21, March 1999, Military Occupational Classification and Structure.

(5) Army Regulation 614-200, 30 April 2003, Enlisted Assignments and Utilization Management.

b. Prescribed forms.

(1) FH Form 351-1-R-E (Instructor Performance Evaluation Form).

(2) FH Form 672-10-R (USAIC&FH Instructor Certificate).

(3) FH Form 672-11-R (USAIC&FH Senior Instructor Certificate).

(4) FH Form 672-12-R (USAIC&FH Master Instructor Certificate).

c. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms).

(2) DA Form 2442 (Department of the Army Certificate of Achievement).

1-3. Responsibilities.

a. The Director of Training, Development & Support (TD&S), is responsible for the overall operation of the ICP and IRP.

b. The Chief, Staff and Faculty Development Division (SFDD), will administer the ICP and IRP.

Chapter 2

Instructor Certification Program (ICP)

2-1. Purpose.

This chapter establishes policy, responsibilities, and procedures governing the ICP. Instructor certification ensures that the instructor has met all standards prior to assuming specific teaching duties. The ICP applies to all military, Department of the Army civilian, and contractor civilian

instructors assigned to the Intelligence Center at Fort Huachuca, Arizona; 111th MI Brigade elements at Goodfellow AFB, Texas, and at Corry Naval Station, Florida; and, Reserve Component (MI)TASS battalions.

2-2. Responsibilities.

a. The Deputy Commander for Training is the overall approving authority for the certification of instructors. However, the authority to certify instructors within their training organizations is delegated to the Battalion Commanders; NCOA Commandant; and, Director of Training, Development and Support (TD&S).

b. The Director, TD&S, will be responsible for the overall operation of the ICP.

c. The Chief, Staff and Faculty Development Division (SFDD), is the starting point of the instructor certification process. SFDD will:

- (1) Conduct the Instructor Training Course (ITC) in support of the ICP.
- (2) Conduct the Small Group Instructor (SGI) Course in support of the ICP.
- (3) Monitor instructor training needs.
- (4) Prepare and issue certificates for completion of certification courses.
- (5) Maintain academic records on students completing certification courses.
- (6) Maintain and update any changes made to the Instructor Certification Program.

d. Battalion Commanders; NCOA Commandant; and, Director of TD&S will:

(1) Develop Instructor Certification Programs for their training organizations IAW applicable regulations and this memorandum.

- (2) Certify instructors.
- (3) Document instructor certification.

e. Supervisors of instructors will:

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(1) Ensure all newly assigned instructors complete ITC before they are allowed to conduct training. Newly assigned instructors may perform assistant instructor (AI) duties while awaiting seats in ITC and SGI. Instructors who have completed ITC through another branch of service or a TRADOC approved ITC and have support documentation will be recognized as completing the ITC requirement through a TRADOC reciprocity agreement of recognition.

(2) Ensure that all instructors meet the minimum instructor requirements identified in paragraph 2-3, a.(1) thru a.(12) below.

(3) Verify that instructors have the technical and tactical knowledge needed to instruct.

(4) Maintain instructor certification records on each instructor.

2-3. Initial Certification Process.

The instructor certification process is an essential component of the The Army School System (TASS). The initial phase of certification for Army instructors is achieved by completion of a TRADOC approved instructor training program. Instructors from other services will complete a training program approved by their service recognized by TRADOC. Training certificates from other service schools may be submitted to SFDD for determination as to whether or not the training is acceptable.

a. Instructor certification requirements are outlined in TRADOC Regulation 350-70, Chapter II-1-3; TRADOC Regulation 350-18, Chapter 3, para 3-7 and 3-8; Army Regulation 614-200, Section II, and Army Regulation 611-6. They are as follows:

(1) Attend and successfully complete an approved Instructor Training Course.

(2) Attend and successfully complete an approved Small Group Instructor (SGI) course, if applicable. Small group instructors must complete the SGI Course per TRADOC Regulation 350-70, Chapter II-1-3.

(3) Hold instructor SQI/ASI or a copy of the DA 4187 requesting the identifier (applicable to military instructors only). Upon completion of an approved ITC, a personnel action can be initiated for the award of an additional skill identifier according to TRADOC Reg 350-70, Chapter II-1-3g (4).

(4) Graduate from the course, or blocks of instruction, to be taught.

(5) Demonstrate competence by showing mastery of objectives to be trained. Competency can be demonstrated through documented observation by a certified course instructor, or by completion of a certification board, either of which will certify the new instructor is technically and tactically proficient to teach a block of instruction.

(6) Fulfill all unit specific requirements.

(7) Have no flagging actions (applicable to military instructors only).

(8) Hold grade specified in the instructor certification requirements. Requirements should be identified in the Course Management Plan (CMP).

(9) Meet the height and weight standard (applicable to military instructors only).

(10) Pass the Army Physical Fitness Test (applicable to military instructors only).

(11) Maintain language proficiency, if in a language dependent Military Occupation Specialty (MOS). Instructors who fail to achieve the minimum standard of level 2 listening and level 2 speaking will remain qualified instructors as long as they are enrolled in a remedial language program and have not exceeded the authorized time period to achieve language proficiency.

(12) Meet the technical standards of the course, or blocks of instruction in which the instructor will teach.

b. All instructors must meet other required prerequisites (as applicable) per DA Pam 611-21 (Military Occupational Classification and Structure), Army Reg 614-200 (Enlisted Assignments and Utilization Management), TRADOC Reg 350-18 (The Total Army School System), and TRADOC Reg 350-70 (Systems Approach to Training Management, Processes and Products).

c. Battalion Commanders, NCOA Commandant, and Chief, TD&S Training Division, are responsible for insuring their training organizations have a delineated instructor certification process in place (See Appendix A). They or their designated representative will sign a memorandum, to be kept on file, designating certified instructors (See Appendix B).

d. Competence (mastery of objectives to be trained) certification, will, at a minimum, ensure the newly assigned instructor completes the following in order:

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(1) Serves as an assistant instructor under the close supervision of a certified instructor for each assigned block of instruction. Certified instructor will provide feedback using unit's instructor performance evaluation form.

(2) Acts as primary instructor under the supervision of a certified instructor for each assigned block of instruction. Certified instructor will provide feedback using unit's instructor performance evaluation form.

e. Competence/technical (mastery of objectives to be trained) certification will be documented by the training organization (See Appendix C).

2-4. Quality Control Procedures.

Battalion Commanders, NCOA Commandant, and Chief, TD&S Training Division, are responsible for maintaining instructor records on each instructor presenting training within their organization. At a minimum, instructor records will include:

- a. ITC training certificate.
- b. SGI training certificate, if applicable.
- c. Developmental course certificates as applicable.
- d. Documentary evidence of graduation from the course, or blocks of instruction, to be taught.
- e. Copy of orders or request for orders assigning instructor identifier (applicable to military instructors only).
- f. Certification checklist showing at a minimum: date competence/technical certification was verified (certification documentation attached); dates of instructor evaluations (instructor evaluation sheets attached); dates other training organization requirements met, i.e., Contemporary Operating Environment (COE) training, Cadre Training Course (CTC) attendance, Equal Opportunity (EO)/Prevention of Sexual Harassment (POSH) training, etc. (See Appendix D)
- g. Statement of Work (SOW) for contract instructors.
- h. Defense Language Proficiency Test (DLPT) results for those in a language dependent MOS.

2-5. Decertification.

Instructors who fail to maintain the instructor certification requirements specified in paragraph 2-3. a. (1) thru (12) will lose their certification status and be removed from instructional duty until the deficient requirement is corrected.

2-6. Recertification.

a. There is no requirement for a certified instructor to be recertified through attendance of ITC. However, if observed instructor performance is not acceptable, the supervisor may request attendance again in ITC at any time.

b. The instructor's subject matter knowledge may be reassessed by the instructor's supervisor at any time to ensure the instructor is still technically and tactically competent.

c. If an instructor was decertified for failure to maintain the instructor certification requirements specified in paragraph 2-3. a. (1) thru (12), that instructor will be considered recertified once that deficiency has been corrected.

2-7. Waivers.

Any requests for waivers to the above instructor certification requirements must be submitted in writing through command channels to the Deputy Commander for Training, or Deputy Commander's designee. Copies of all requests for waivers will be provided to the Staff and Faculty Development Division (proponent of this memorandum) and the Quality Assurance Office (QAO).

Chapter 3

Instructor Progression (IP) Awards

3-1. Purpose.

This chapter establishes policy, responsibilities, and procedures governing IP awards. The IP applies to all military, Department of the Army civilian, and contractor civilian instructors assigned to the Intelligence Center at Fort Huachuca, Arizona; 111th MI Brigade elements at Goodfellow AFB, Texas, and at Corry Naval Station, Florida; and, Reserve Component (MI), TASS battalions.

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3-2. Responsibilities.

- a. The Director of Training, Development & Support (TD&S), will be responsible for the overall operation of the IP program.
- b. The Chief, Staff and Faculty Development Division (SFDD), will administer the IP awards. The program will provide for the recognition of an individual instructor as an Instructor, Senior Instructor, or Master Instructor. The Chief, SFDD, will:
 - (1) Approve/Disapprove recommendation for recognition as Instructor, Senior Instructor, or Master Instructor.
 - (2) Prepare the appropriate award certificates for individuals recognized as having reached the Instructor, Senior Instructor, or Master Instructor level.
- c. The Deputy Commander for Training approves and signs all Instructor level certificates, FH Form 672-10-R, and Memorandums of Achievement.
- d. The Deputy Commander for Training approves and signs all Senior level certificates, FH Form 672-11-R, and Memorandums of Achievement.
- e. The Commanding General approves and signs all Master level certificates, FH Form 672-12-R, and Memorandums of Achievement.
- f. The battalion commanders of the 111th Military Intelligence (MI) Brigade (304th, 305th, 309th and 344th MI Battalions) and Reserve Component (MI) TASS battalions; Noncommissioned Officer Academy (NCOA) Commandant; Director, TD&S; or any unit submitting Intelligence Center instructors for recommendations for IP designation will insure the instructor meets the minimum requirements as specified in the prerequisites below.

3-3. Procedures.

- a. Prerequisites for Instructor:
 - (1) Complete a US Army Training and Doctrine Command (TRADOC) approved Instructor Training Course (ITC).
 - (2) Be certified in writing by the training/unit organization as tactically and technically competent.

(3) Be awarded the Instructor Skill Qualification Indicator (SQI) (applicable to military instructors only).

(4) Be recommended by his or her supervisor for Instructor designation.

(5) Have no pending disciplinary or other unfavorable actions.

(6) Meets language proficiency standards if in a language dependent MOS.

b. Prerequisites for Senior Instructor:

(1) Have at least six months of additional experience as an instructor after having been recognized as an instructor in accordance with paragraph 3a above, during which time a minimum of 400 instructor contact hours (ICH) of classroom instruction must be completed. The performance of duties that are primarily administrative or supervisory do not satisfy the conditions of this prerequisite.

NOTE: Reserve Component (MI) TASS Battalion instructors must complete a minimum of 100 ICH to meet this ICH requirement. If mobilized, MI TASS Battalion instructors will then be required to meet the 400 ICH minimum prerequisite.

(2) Complete at least one instructor professional development course after completion of the Instructor Training Course. Suggested sources for additional training range from courses offered by Staff and Faculty Development Division (SFDD), colleges and private industry, to three subcourses offered by the Army Correspondence Course Program (ACCP), or equivalent on-line training. Regardless of the source, the course must be in education, training methods, or training development. For example, completion of any three of the following subcourses: IS1703-Methods of Instruction (Effective Speaking); IS8701-Prepare to Conduct Training; IS8711-Executing and Assessing Training; IS8718-Training/Training Management; SS0519-Script Writing for Educational Audiovisual Programs, and SS0530-Designing and Preparing Presentation Materials; IS1460-Effective Army Writing; PD2301-Principles of Communication; PD2302-Behavioral Sciences; PD2303-Briefing and Visual Presentations, and PD2401-Advanced Skills in Communication, would meet this requirement.

(3) Receive at least two formal evaluations of instructional presentations reflecting exceptional performance since designation as Instructor. Evaluations will be conducted by the organization's education specialist/training specialist, chief instructor or designee using the training organization's instructor evaluation form (See Appendix E for a Sample Form).

(4) Be recommended by his or her supervisor for Senior Instructor designation.

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- (5) Have no pending disciplinary or other unfavorable actions.
- (6) Meet language proficiency standards if in a language dependent MOS.

c. Prerequisites for Master Instructor:

(1) Have at least 12 months of additional experience as an instructor after having been recognized as a senior instructor in accordance with paragraph 3b above, during which time a minimum of 400 instructor contact hours (ICH) of classroom instruction must be completed. The performance of duties that are primarily administrative or supervisory do not satisfy the conditions of this prerequisite.

NOTE: Reserve Component (MI) TASS Battalion instructors must complete a minimum of 100 ICH to meet this ICH requirement. If mobilized, MI TASS Battalion instructors will then be required to meet the 400 ICH minimum prerequisite.

(2) Complete at least one more instructor professional development course or three subcourses after having been recognized as a Senior Instructor.

(3) Receive at least three formal evaluations of instructional presentations reflecting exceptional performance since designation as a Senior Instructor. Evaluations will be conducted by the organization's education specialist/training specialist, chief instructor or designee using the training organization's instructor evaluation form (See Appendix E for a Sample Form).

(4) Be recommended by his or her supervisor for Master Instructor designation.

(5) Have no pending disciplinary or other unfavorable actions.

(6) Meet language proficiency standards if in a language dependent MOS.

3-4. Recommendation Procedures.

a. When an individual meets the requirements for recognition as an Instructor, Senior Instructor, or Master Instructor, the individual's supervisor will forward through the chain of command to the Chief, SFDD (ATZS-TDS-S), a memorandum and supporting documentation, recommending recognition at the applicable level (See Appendix F). The memorandum and supporting documentation will include, at a minimum, the following:

- (1) ITC completion date and location.
- (2) Date Skill Qualification Indicator (SQI) was awarded, if applicable.

(3) Date individual was awarded Instructor or Senior Instructor designation, if applicable.

(4) Copy of completion certificate for required instructor professional development course, if applicable.

(5) Copies of completed instructor evaluation forms (See Appendix E for a Sample Form), if applicable.

b. Chief, SFDD, will verify completion of the applicable requirements and will prepare the memorandum and certificate recognizing the individual as an Instructor, Senior Instructor, or Master Instructor. When the memorandum and certificate are signed and dated, Chief, SFDD will forward these along with appropriate badge to the individual's command for presentation. Chief, SFDD will also maintain records on this program.

3-5. Recognition.

a. Instructor Level:

(1) An Instructor Certificate, FH Form 672-10-R, signed by the Deputy Commander.

(2) A Memorandum of Achievement signed by the Deputy Commander.

(3) An instructor badge.

b. Senior Instructor Level:

(1) A Senior Instructor Certificate, FH Form 672-11-R, signed by the Deputy Commander.

(2) A Memorandum of Achievement signed by the Deputy Commander.

(3) A senior instructor badge.

c. Master Instructor Level:

(1) Master Instructor Certificate, FH Form 672-12-R, signed by the Commanding General.

(2) A Memorandum of Achievement signed by the Commanding General.

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- (3) A master instructor badge.

3-6. Accountability for Instructor Badges.

The Chief, SFDD, will maintain records accounting for badges, and, on an exchange basis, accept broken or damaged badges for replacement.

3-7. Wearing of Instructor Badges.

- a. Instructor badges are worn while performing official instructor duties.
- b. For military instructors, the badge is worn on the left side of your uniform, attached to the pocket button nearest the center of the uniform. If the uniform does not have a button, the leather strap will be removed from the badge, and the badge pinned in the center of the left pocket.
- c. For civilian instructors, the badge is worn following the same guidelines as those for military instructors, if possible. If not, due to the nature of civilian attire, badges may be worn on belts, neck lanyards, etc.
- d. If the instructor badge is a safety hazard it will not be worn.

3-8. Subsequent Assignments to Instructor Positions.

- a. An instructor, returning to a US Army Intelligence Center instructor position after having been assigned non-instructor duties, re-enters the IP program at the level achieved at the time of departure.
- b. Returning instructors may wear the badge for the level awarded during previous tours as an instructor.

Chapter 4

Instructor Competition Program

4-1. Purpose.

This chapter establishes policy, responsibilities, and procedures governing the Instructor Competition Program. The competition program applies to all military, and Department of the Army civilian instructors assigned to the Intelligence Center at Fort Huachuca, Arizona. Contractor instructors are not to take part in the competition program.

4-2. Responsibilities.

- a. The Director of Training, Development & Support (TD&S), is responsible for the overall operation of the Instructor Competition Program.
- b. The Chief, Staff and Faculty Development Division (SFDD), will administer the Instructor Competition Program.
- c. The battalion commanders of the 111th MI Brigade; Commandant of the NCOA; Director of TD&S, and any other training element taking part in the Intelligence Center's competition program will ensure that internal instructor competition programs are established in their training organizations, and that all competitors are tactically and technically proficient.
- d. The Chief, SFDD selects the USAIC&FH Instructor of the Quarter (IOQ).
- e. The Commanding General approves and signs the Memorandum of Commendation and Certificate of Achievement, DA Form 2442, for the IOQ.
- f. The Chief, SFDD selects the USAIC&FH Distinguished Instructor of the Year (DIY).
- g. The Commanding General approves and signs the Memorandum of Commendation and Certificate of Achievement, DA Form 2442.

4-3. Training Organization Instructor of the Month (TOIOM).

- a. For purposes of the Instructor Competition Program the following are considered training organizations: 111th MI Brigade training organizations (Fort Huachuca-based elements to include 304th, 305th and 309th MI Battalions); Noncommissioned Officers Academy (NCOA); TD&S training organizations, or any designated Intelligence Center training organization involved in the delivery of instruction.
- b. The training organization commanders/commandant will exercise organizational staff responsibility for establishing an internal recognition program for their TOIOM. Such recognition might include, but not be limited to, appropriate comments within the next Officer Evaluation Report/Noncommissioned Officer Evaluation Report (OER/NCOER) or civilian personnel report, a certificate of achievement, issuance of a three day pass, or other similar actions.

4-4. Instructor of the Quarter (IOQ).

a. Each training organization will nominate one of its three TOIOMs for IOQ competition, and ensure:

(1) The nominee has completed a TRADOC approved Instructor Training Course (ITC).

(2) The nominee is physically present at the time of the IOQ competition.

(3) The nominee has no pending disciplinary or other unfavorable actions.

(4) The organization has reviewed the instructor nominee's Lesson Plan (LP) and other training aids/materials prior to their IOQ presentations.

(5) The organization certifies that the nominee is tactically and technically competent.

(6) Each training organization gives the name and schedule of their IOQ candidate to Chief, SFDD by COB the 26th day of the month preceding the month of IOQ competition. IOQ competitions will be held in April, July, October and January. Submit at least three classes taught by the candidate during the competition month (See Appendix G).

b. IOQ evaluations will be conducted by:

(1) Commander, 111th MI Brigade or Commander's designee.

(2) Commander, 304th MI Battalion or Commander's designee.

(3) Commander, 305th MI Battalion or Commander's designee.

(4) Commander, 309th MI Battalion or Commander's designee.

(5) Commandant, NCO Academy or Commandant's designee.

(6) Director, TD&S or Director's designee.

(7) SFDD Instructor.

c. Chief, SFDD may designate other evaluators in addition to those listed above to represent additional units/organizations that may participate in the competition.

d. Designees assigned to complete IOQ evaluations must be:

(1) Trained on the proper use of the "Instructor Recognition Program Evaluation Guide" and FH Form 351-1-R-E, "Instructor Performance Evaluation Form" (Copies available at SFDD) by the organization's education/training specialist or SFDD competition manager.

(2) Available for evaluation dates for all candidates during the month of competition.

d. Each monitor will evaluate one hour of instruction given by each IOQ nominee with the exception of their own nominee. The SFDD instructor will monitor all IOQ nominees.

e. Monitors will complete and forward copies of Instructor Performance Evaluation Form (FH Form 351-1-R-E) to the Chief, SFDD, NLT COB the third day following the last day of evaluations.

f. Chief, SFDD, will:

(1) Establish the evaluation procedures required to conduct the Instructor Competition Program.

(2) Exercise staff responsibility for evaluation procedures and record keeping requirements of the Instructor Competition Program.

(3) Provide a SFDD instructor to evaluate classroom presentations of each individual recommended for the IOQ.

(4) Calculate the candidates' scores and determine the winner.

(5) Provide Commanding General with Memorandum of Commendation and Certificate of Achievement for approval and signature.

(6) Notify the training organizations and nominees of the results of the competition.

(7) Provide nominees with bullet summaries of their individual evaluations.

(8) Notify the Sierra Vista Chamber of Commerce Military Affairs Committee of the results of the competition.

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i. The IOQ will receive recognition during two ceremonies. The first will be the Sierra Vista Chamber of Commerce Military Affairs Committee luncheon, held generally on the first Wednesday of the month. The second will be during an appropriate Battalion, Division, or NCOA award ceremony following the month of competition. The IOQ will:

(1) Receive a Certificate of Achievement, DD Form 2442 from the Commanding General.

(2) Receive a Memorandum of Commendation from the Commanding General.

(3) Become eligible to compete for the Intelligence Center Distinguished Instructor of the Year (DIY).

j. When an organization's nominee wins IOQ, the organization will:

(1) Send SFDD a biography of the IOQ (See Appendix H).

(2) Submit a completed home town news release and a news article for the Huachuca Scout to Public Affairs Office (PAO) (See Appendix I).

4-5. Distinguished Instructor of the Year (DIY).

a. Upon selection of the IOQ for the last quarter of the year, on or about 1 October, the Chief, SFDD will request training schedules for the four winning IOQs. Winners of the IOQ during the calendar year are automatically entered into competition for the DIY, provided:

(1) They are physically present at the time of the competition.

(2) They have no pending disciplinary or other unfavorable actions.

(3) They submit at least three classes that they will be instructing during November and December.

(4) If an IOQ is unable to meet the above requirements, the runner-up for that quarter will then become the DIY candidate.

b. SFDD will distribute class schedules to the evaluators.

c. DIY evaluations will be conducted by:

(1) Deputy Commander for Training

- (2) Dean, TD&S (unless TD&S is in the competition).
 - (3) Dean, 111th MI Brigade (unless the 111th MI Brigade is in the competition).
 - (4) Director, Quality Assurance Office (QAO).
 - (5) Chief, SFDD.
- d. Chief, SFDD, may add additional evaluators as needed.
- e. Chief, SFDD, will meet with all DIY evaluators prior to the start of competition to explain the DIY evaluation process, use of evaluation forms, and any other guidance necessary for the successful completion of the DIY competition.
- f. Evaluators will complete and forward copies of FH Form 351-1-R-E, "Instructor Performance Evaluation Form" (Copies available at SFDD) to the Chief, SFDD, NLT COB the third day following the last day of monitoring.
- g. Chief, SFDD, will calculate the candidates' scores and prepare Memorandum of Commendation and Certificate of Achievement for Commanding General's approval and signature.
- h. The CG will announce the DIY during a luncheon held NLT the month of March.
- i. The Protocol Office (PO) will provide administrative support to the DIY program. On the receipt of the DIY luncheon information from SFDD, the PO will:
- (1) Prepare the Commanding General's invitations.
 - (2) Coordinate the RSVP's to the Commanding General's invitations.
 - (3) Supervise the proper organization of the head tables.
- j. The DIY will:
- (1) Receive a Memorandum of Commendation, and Certificate of Achievement, DA Form 2442, from the Commanding General denoting selection as the DIY. The CG may present any other form of recognition deemed appropriate.
 - (2) Have his/her name placed upon a permanent plaque located in O'Neil Hall, commemorating instructors selected as the DIY.

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(3) Be excused from all duty rosters for a period of 30 days (if military).

(4) Receive recognition from area businesses and organizations.

Chapter 5.

External Instructor Recognition Programs

5-1. General Intelligence Training System (GITS) Instructor of the Year Nominee.

a. If the DIY is eligible, based on the subject matter taught, he or she will automatically be the GITS nominee.

b. If the DIY is not eligible to be the GITS nominee, the IOQ winner with the next highest score in the DIY competition who is eligible will be nominated.

c. SFDD will be responsible for administrative procedures for the GITS submission.

d. The training organization of the GITS nominee will be responsible for quality control of the substantive content of the nominee's submission.

5-2. U.S. Army Training and Doctrine Command (TRADOC) IOY.

a. The DIY will be the TRADOC IOY nominee in his or her category (Field Grade Officer, Company Grade Officer, Warrant Officer, Noncommissioned Officer, or Civilian).

b. IOQ winners with the highest scores in their category will also be nominated.

c. SFDD will prepare the TRADOC IOY submission packet.

d. The training organization of the TRADOC IOY nominees will be responsible for quality control of the substantive content of the nominee's submissions.

APPENDIX A

SAMPLE
Instructor Certification Process

PURPOSE: To outline the XXXth MI Battalion's instructor certification program responsibilities. Commanders will certify all instructors, and ensure no instructor assumes primary instructor duties without being certified. Use the following steps to certify an instructor:

Step	Action	Who
1.	Conduct an initial interview.	Commander/ISG
2.	Screen potential instructors IAW TR 350-70, TR 350-18, DA Pam 611-21, AR 614-200, to ensure the instructor meets the regulatory requirements.	Commander/ISG
3.	Assign an instructor-mentor to each newly assigned instructor. New instructors will be provided the certification criteria for their MOS subject matter expertise, prior to being assigned as an Assistant Instructor (AI). Necessary individual training will be provided by the instructor-mentor, and evaluation of the course requirements will be conducted IAW Course Committee-determined methods (board interview, performance evaluation, etc.).	Committee Chief/Course OIC or designated representative
4.	Instructors will attend and graduate from a TRADOC-approved Instructor Training Course (ITC).	Committee Chief/Course OIC or designated representative
5.	All Army instructors must hold instructor SQI/ASI. The instructor will complete a DA 4187 to request SQI/ASI and submit it to the Battalion S1 (applicable to military instructors only).	Committee Chief/Course OIC or designated representative
6.	Instructors will be scheduled (as required) to attend other mandatory instructor training to include CTC, COE, EO/POSH.	Instructor/Team Chief or designated representative
7.	Instructor Biography written and posted in visitor book.	Instructor/Team Chief or designated representative

APPENDIX A (CONTINUED)

**SAMPLE
Instructor Certification Process**

8.	<p>Evaluate new instructor in the classroom:</p> <ul style="list-style-type: none"> • Demonstrate Teaching skills (verbal, training aid use, classroom management) • Demonstrate proficiency in all POI lessons • Demonstrate proficiency planning and conducting effective After Action Reviews and Risk Assessments • Demonstrate credible hands-on knowledge of how to perform course critical tasks • Knowledgeable of the Contemporary Operating Environment (COE) <p>Committee Chief/Course OIC or designated representative evaluates new instructor and provides feedback to the instructor. One formal evaluation is required in each instructor's file.</p>	Committee Chief/Course OIC or designated representative
9.	Provide overall assessment of new instructor and recommend to the Company Commander for certification.	Committee Chief/Course OIC or designated representative
10.	IAW TR 350-70, TR 350-18, paragraph 3-7, Instructors are certified by the Commander. Commanders will ensure the instructor certification memo is updated quarterly (see Annex B).	Battalion Commander

APPENDIX B

SAMPLE
Commander Certification Memorandum

(Office Symbol)

Date

SUBJECT: Commander's Instructor Certification Memorandum

1. The following Company A, XXXth MI Battalion instructors meet the requirements listed in the XXXth MI Battalion Instructor Certification Program. Having met these requirements, they are therefore certified to instruct the course(s) indicated:

Rank	Name	Course
MSG	Doe, John Q.	98H
SSG	Jones, William A.	96R
SFC	Smith, Thomas B.	96R
SSG	Jones, Betty D	97B

2. Point of contact is the undersigned.

Battalion Commander's
 Signature Block

NOTE: Maintain one copy of this memorandum with the instructor files and one in each visitor book(s) as required.

APPENDIX C

SAMPLE
Competence Certification Requirements

COURSE TITLE: Intelligence Analyst

Instructors will be trained in the following competencies, skills and procedures to degree of proficiency required to effectively teach all course requirements. The Team Chief will certify the instructor possess all requisite skills prior to assigning duties as a Primary Instructor.

Instructor Name /Rank: _____

Phase	Technical Skill or Knowledge	Verified	Date & Initials of Certifying Official
ALL	Knowledge of the Contemporary Operating Environment (COE) including fundamentals of organization and tactics.		
	Knowledge of Internal SOPs and Controls including Test Item Analysis & Student Critique processing, Visitor Folder & LP development, Risk Assessment & Test Control procedures.		
	Knowledge of effective communication techniques including the principles of Intelligence research and military briefing skills.		
	Knowledge of regulations and local policies governing Standards of Conduct and FH 350-6		
BASIC	Knowledge of Information Security including the correct procedures to protect, store and destroy classified material and media.		
	Knowledge of military map reading skills including determining correct grid /geo locations, terrain features elevation, distance azimuths and marginal data.		
	Knowledge military symbology including unit symbols and control measures IAW FM 101-5-1.		
	Knowledge of US military doctrine including terms, tactics, organization and equipment.		
	Knowledge of Intelligence Situational Development including the effects of Weather & Terrain on operations and BDA development.		
	Knowledge of the IPB process including all analytical products and supporting doctrine.		

APPENDIX C (CONTINUED)

ADVANCED	Knowledge of Middle Eastern Cultural including history of Iraq & Afghanistan, Tribalism and Islamic religion.		
	Knowledge of the Intelligence, Surveillance and Recognizance (ISR) process including all analytical products and supporting doctrine.		
	Knowledge of Intelligence Information processing including Situation Map development, Link Analysis and evaluation of incoming information.		
	Knowledge of the principles and techniques of intelligence analysis including PIRs, critical thinking and reporting.		
	ASAS-L Automation skills including common utilities, functions, database management and targeting in support of intelligence analysis		
FTX	Knowledge of the Caspian Sea Scenario and the principles and techniques of MDMP, Battle Tracking, Shift Change Briefing & INTSUM development.		

I certify the above name instructor possesses all the skills and knowledge's required to successfully perform the duties of a 96B10 Primary Instructor as reflected above.

Team Chief signature & date

NOTE: Evaluation of the technical knowledge and skills must occur as part of a performance of the functions and may include a written or verbal assessment.

APPENDIX D

SAMPLE
Instructor Records Checklist

1. Committee Chief/NCOIC Orientation – Team Assignments	
2. Team Chief Orientation – SOPs/Policies	
3. Instructor Biography	
4. Copy of ITC Certificate	
5. Copy of SGI Certificate, if applicable	
6. Copy of COE Certificate	
7. SQI/ASI Orders, or copy of DA 4187	
8. Security Clearance Verification	
9. Evidence of MOS (course graduation certificate, etc.)	
10. Course Technical/SME Certification (Annex C)	
11. Copies of Instructor Platform Evaluations as Required	
12. APFT & HT/WT Verification (military instructors only)	
13. Copy of Commander's Certification Memorandum	

APPENDIX E

SAMPLE
Instructor Performance Evaluation Form

Date: _____ *Time Evaluation Started* _____ *Time Evaluation Ended* _____

Instructor's Rank and Name: _____

Instructor's Unit of Assignment: _____

Class Location: _____ *Course#:* _____ *Class #:* _____

Subject: _____

Scoring Standard: To receive a GO the instructor must receive a score of 75% or higher and get a pass on each applicable item punctuated by a diamond (♦).

Section A. Instructor Characteristics	GO	NO GO	N/A or N/O
1. Demonstrated a well-groomed appearance and confident bearing ♦			
2. Spoke effectively ♦			
3. Displayed no distracting mannerisms.			
4. Maintained eye contact.			
5. Moved around comfortably.			
6. Displayed enthusiasm/interest in subject matter ♦			

Remarks:

Section B. Instructional Setting	GO	NO GO	N/A or N/O
7. Used training aids effectively.			
8. Used training materials effectively.			
9. Used training equipment effectively.			

Remarks:

APPENDIX E (CONTINUED)

Section C. Introduction	GO	NO GO	N/A or N/O
10. Provided motivating statement ♦			
11. Stated terminal learning objective ♦			
12. Identified safety requirements ♦			
13. Identified risk assessment level ♦			
14. Identified environmental considerations.			
15. Identified evaluation strategy.			
16. Provided instructional lead-in.			

Remarks:

Section D. Instructional Presentation	GO	NO GO	N/A or N/O
17. Covered all points in the lesson plan.			
18. Used understandable language ♦			
19. Defined new terms/acronyms before using them ♦			
20. Used analogies, anecdotes, examples, etc., to facilitate student understanding ♦			
21. Conducted student checks.			
22. Asked thought-provoking/application-type questions ♦			
23. Recognized and credited student responses; did not intimidate students.			
24. Used ask-pause-call technique.			
25. Questioned volunteers as well as non-volunteers.			
26. Responded to student questions clearly and concisely ♦			
27. Remained on topic.			
28. Provided interim summary before releasing students on break (only applicable for lessons more than 1 hour long).			
29. Maintained control and discipline.			

Remarks:

APPENDIX E (CONTINUED)

Section E. Demonstration (Complete items 30 - 35 only if observing a demonstration.)	GO	NO GO	N/A or N/O
30. Provided transition into demonstration.			
31. Provided instructions to students.			
32. Arranged class to best see and hear demonstration ♦			
33. Covered all steps in the demonstration ♦			
34. Coordinated demonstration and explanation (Rate only when an assistant instructor is used) ♦			
35. Conducted review of demonstration.			

Remarks:

Section F. Practical Exercise (Complete items 36 - 40 only if observing a practical exercise.)	GO	NO GO	N/A or N/O
36. Stated objective or purpose of practical exercise (PE) ♦			
37. Provided or explained PE directions.			
38. Observed student progress ♦			
39. Facilitated student learning with assessment of progress through feedback ♦			
40. Conducted After Action Review.			

Remarks:

Section G. Small Group Instruction (SGI) (Complete items 41 – 52 only if observing SGI.)	GO	NO GO	N/A or N/O
41. Set comfortable atmosphere that encouraged student participation.			
42. Maintained good rapport with students.			
43. Kept group discussion focused ♦			
44. Encouraged group members to freely discuss their feelings, ideas, and opinions.			
45. Remained neutral (unless making point critical to objective.			

APPENDIX E (CONTINUED)

Section G. Small Group Instruction (continued)	GO	NO GO	N/A or N/O
46. Attempted to draw all members into the discussion ♦			
47. Encouraged frank, comfortable, constructive dialogue.			
48. Involved the group in an activity (Experiencing Stage).			
49. Questioned group members about what they saw and felt during the activity (Publishing Stage).			
50. Required group members to analyze what happened during the activity (Processing Stage).			
51. Questioned students regarding the principles they learned (Generalizing Stage) ♦			
52. Helped group apply generalizations to actual situations they are experiencing (Applying Stage) ♦			

Remarks:

Section H. Summary	GO	NO GO	N/A or N/O
53. Reviewed/summarized the main points of the lesson.			
54. Asked for comments or questions.			
55. Provided a transition/lesson tie-in.			

Section I. Scoring Instructions

1. Add the number of items on which instructor received a pass. _____
2. Add the number of items rated. _____
3. Divide line 1 by line 2. _____
4. Multiply line 3 by 100% to calculate score. _____
5. Answer the following question: Did instructor get passes on each applicable item punctuated by a diamond (♦)? Yes _____ No _____

Scoring Standard: To receive a GO the instructor must receive a score of 75% or higher and get a pass on each applicable item punctuated by a diamond (♦).

Overall Evaluation (Check one): GO _____ NO-GO _____

Signature of Evaluator _____ **Signature of Instructor** _____

APPENDIX F

SAMPLE
Recommendation for Instructor Badge

Office Symbol (Marks No.)

Date_____

MEMORANDUM FOR Chief, Staff and Faculty Development Division

SUBJECT: Recommendation for Instructor Badge

1. Request (Rank) (Full Name) be awarded the Instructor/Senior/Master Badge. (Circle one)

For Instructor Level:

Completed ITC: MM/YY Location:_____

Awarded Skill Qualification Indicator: MM/YY

For Senior Level:

Awarded Instructor Badge: MM/YY

Completed minimum ICH requirement: MM/YY

Completed instructor professional development course: MM/YY (attach copy of completion certificate)

Received two formal evaluations of instruction: MM/YY (attach copies of completed evaluation forms)

For Master Level:

Awarded Senior Badge: MM/YY

Completed minimum ICH requirement: MM/YY

Completed instructor professional development course: MM/YY (attach copy of completion certificate)

Received three formal evaluations of instruction: MM/YY (attach copies of completed evaluation forms)

2. Tactical and technical competence of nominee is verified by commander's signature.

3. There are no pending disciplinary or other unfavorable actions.

4. POC is (Name), extension_____.

Encl

Commander's Signature Block

APPENDIX G

SAMPLE
Recommendation by Organization for IOQ

Office Symbol (Marks No.)	Date
MEMORANDUM FOR Chief, Staff and Faculty Development Division	
SUBJECT: Recommendation for Instructor of the Quarter (IOQ) for the ____ Quarter, 20__.	
1. ____ (Rank) ____ (Full Name) is the ____ (Organization) IOQ nominee for the ____ Quarter, 20__. He/She will teach the following classes:	
a. <u>List class, date, time, badge required, location and room number.</u>	
b. <u>List class, date, time, badge required, location and room number.</u>	
c. <u>List class, date, time, badge required, location and room number.</u>	
2. ____ (Name) has met or exceeded recommendation prerequisites as follows:	
a. Completed ITC on (month, year).	
b. Awarded Skill Qualification Indicator on (month, year).	
c. Certified tactically and technically competent.	
3. Duty Section POC is ____ (Name) ____, ext ____.	
SIGNATURE BLOCK	

APPENDIX H

SAMPLE

Biographical Data for Instructor of the Quarter

Staff Sergeant Jane R. Doe

Assignments

SSG Doe enlisted in the U.S. Army in October, 1999 and attended basic training at Fort Dix, New Jersey. SSG Doe attended the EW/SIGINT Morse Interceptor Course at Fort Huachuca, Arizona. Upon graduation, SSG Doe was assigned to Fort Meade, Maryland. Subsequent assignments included Field Station Augsburg in Germany and the 125th Military Intelligence Battalion (CEWI) at Schofield Barracks, Hawaii. Since being assigned to Fort Huachuca in January 2003, SSG Doe has been an instructor in the Morse Interceptor Course.

Military & Civilian Education

SSG Doe's military education includes the First Line Supervisor's Course, the Leadership and Management Development Course, the Improved AG 22 Terminal System Controller Course, and the Basic NCO Course. Her civilian schooling includes a bachelor of arts degree from North Carolina Central University. Her future plans include being accepted in the Enlisted Commissioning Program and ultimately obtaining a law degree and practicing law with family members.

Awards and Decorations

SSG Doe's awards include the Army Commendation Medal and Army Achievement Medal (1OLC), and Good Conduct Medal.

Family

She was born in Brooklyn, New York, and is married to SFC Reginald D. Doe of Atlanta, Georgia. Her husband is a writer/instructor with the Ground Surveillance Division. They currently reside on Fort Huachuca with their son, Ahmad Ray. SSG Doe's hobbies include drawing, writing, poetry, and aerobics.

APPENDIX I

**SAMPLE
News Release Article**

**Ssg Jane R. Doe Named
Instructor of the Quarter**

FORT HUACHUCA, AZ - - A Morse Interceptor with the U.S. Army Intelligence Center has been named the post's Instructor of the Quarter for the Third Quarter 2004.

Ssg Jane R. Doe, who teaches the Morse Interceptor Course, arrived at Fort Huachuca in January, 2003. She attended basic training at Fort Dix, New Jersey, and the EW/SIGINT Morse Interceptor Course at Fort Huachuca, AZ.

Doe is a native of Brooklyn, NY. She graduated in 1999 from Franklin D. Roosevelt High School in Brooklyn. She has a bachelor's degree from North Carolina Central University.

Her favorite activities include drawing, writing poetry, and aerobics. She is married to SFC Reginald D. Doe, a writer/instructor with the Ground Surveillance Division. They reside on Fort Huachuca with their son, Ahmud Ray, age 8.

Ssg Doe's future plans include acceptance in the Enlisted Commissioning Program and ultimately obtaining a law degree and practicing law with family members.

(ATZS-TDS-S)

FOR THE COMMANDER:



OFFICIAL:
TIMOTHY J. QUINN
Colonel, MI
Chief of Staff

HAL E. MARSH
Acting Director of Information Management

DISTRIBUTION:
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